



City of Alexandria

Permit Center
301 King Street, Suite 4200
Alexandria, VA 22314
Phone: 703.746.4200

SCREENING & SUBMITTAL CHECKLIST

**Single Family, Townhouse or
Duplex**

New Construction & Additions

Applicant Name: _____

Date: _____

Project/Site Address: _____

For City Staff Use Only

X For items required and complete
NA For items not required

☐ For items required, but not complete

General Handouts (as applicable)

- ☐ Certificate of Occupancy Procedures
- ☐ Deck Detail Package
- ☐ Property Owner's Affidavit
- ☐ T&ES Right of Way Permit Guidelines

- ☐ T&ES Grading Plan Requirements
- ☐ Retaining Wall
- ☐ Vent and Chimney Certification

GENERAL REQUIREMENTS

- ☐ 6 copies of survey plat with dimensions of proposed improvements or grading plan or site plan (to scale); one copy attached to each plan set and one provided loose. Refer to T&ES section on page 2 for further requirements. Not required for interior work only.
- ☐ 5 plan sets, scaled or dimensioned, size no larger than 24"x36"
- ☐ Existing (if applicable) and proposed floor plans, including room designations & ceiling heights
- ☐ Exterior building elevations, existing and proposed
- ☐ Roof plan, including covering materials & roof pitch/slopes
- ☐ Refer to City Soil Policy for requirements (for new construction & additions, including story additions)
- ☐ Electrical, mechanical or plumbing plans are not required for additions less than 1,200sf per story.
- ☐ Neighbor notification letter - if proposed project is 5ft or less from the property-line.
- ☐ Plans must be signed and sealed by a registered design professional (RDP) licensed to practice in the Commonwealth of Virginia (1 original plan set):
 - If they are responsible for the construction documents (regardless of if Virginia law requires the plans to be prepared by an RDP); or
 - If it is required by the Code of VA Section 54.1-400, DPOR.

PLANNING & ZONING (P&Z) REQUIREMENTS 703-746-4333

- ☐ Floor area ratio and open space calculation form
- ☐ Average existing grade indicated on plans
- ☐ The property is located in a Historic District and applicant has obtained Board of Architectural Review (BAR) or Historic Preservation staff approval for the work. BAR case number: _____
(Additional supporting documentation, including material specifications, may be required.)

TRANSPORTATION & ENVIRONMENTAL SERVICES (T&ES) REQUIREMENTS 703-746-4035

In addition to the general requirements, the following must be shown on the submitted survey plats:

- ☐ Provide limits and total square footage of disturbed area, to include a minimum 10ft parameter around proposed improvements; as well as, construction access and any other areas where work will take place or materials stored.
- ☐ Show all roof drains and sump pumps; to include discharge or connection locations. (Connection to storm sewer required if within 100 ft. of property line)
- ☐ Provide the required disturbed area certification and drainage certification language on the survey plat. The certifications must be signed by the property owner or by a registered Virginia design professional. (per Memo to Industry 02-08)
- ☐ If associated with a site plan or grading plan, a copy of the approved plan must be attached to each permit plan set.
- ☐ Will there be a change in the attachment point of any overhead utilities? *If yes, you must obtain a variance or waiver of the underground utilities requirement.*
- ☐ If any work is within the public right-of-way, a T&ES Excavation or Right of Way permit is required.

CODE ADMINISTRATION REQUIREMENTS 703-746-4200 For current codes <http://alexandriava.gov/Code>

ARCHITECTURAL REQUIREMENTS (per the Virginia Construction Code)

- ☐ Exterior wall sections, including required fire resistance rated assemblies that are less than 5 feet from the property-line.
- ☐ Residential Energy Efficiency Guidelines (attach to plans)
- ☐ Door and window schedules

STRUCTURAL REQUIREMENTS

- ☐ Proposed design criteria & loads
- ☐ Floor/Roof framing plans & sections
- ☐ Soil report as required per City Soil Policy
- ☐ Braced wall plans & sections per VRC R602.10
- ☐ ES reports & UL details for engineered products
- ☐ Foundation plans & sections, including drainage
- ☐ Engineering calculations, signed & sealed by a VA RDP (if design exceeds prescriptive methods)

TRADE REQUIREMENTS

Trade plans are required for review under this building permit for the following project types (and a separate trade permit is required)

- ☐ New Construction
- ☐ Additions that are more than 1,200sf per story (not required if less than 1,200sf per story)

PLUMBING REQUIREMENTS (per the Virginia Residential Code and/or Virginia Plumbing Code)

- ☐ Plumbing work is proposed
- ☐ Supply water riser diagram
- ☐ Plumbing fixture layout
- ☐ Drainage/Vent diagram

ELECTRICAL REQUIREMENTS (per the Virginia Residential Code and/or National Electrical Code)

- ☐ Electrical work is proposed
- ☐ Panel location
- ☐ Single-line riser diagram, if service ≥ 200 amps
- ☐ Electrical layout (switching/lighting/outlets)
- ☐ GFCI & AFCI protection, where required
- ☐ Smoke alarms (detectors)

MECHANICAL REQUIREMENTS (per the Virginia Residential Code and/or Virginia Mechanical Code)

- ☐ Mechanical work is proposed
- ☐ Interior equipment layout (duct layout, size and ventilation rate)
- ☐ Exterior equipment layout on house plat (condensers, generators, etc.)
- ☐ Manual J calculations
- ☐ Mechanical exhaust (ex. clothes dryer, kitchen, bathroom)
- ☐ Engineered system (ex. ground-source heat pump), signed & sealed by a VA RDP
- ☐ Screening details for rooftop equipment

CODE ADMINISTRATION REQUIREMENTS (CONTINUED) 703-746-4200

FUEL-GAS REQUIREMENTS (per the Virginia Residential Code and/or the Virginia Fuel Gas Code)

If fuel-gas work is included in the scope of work of this project and the system is:

- ☐ Less than 2psi, *then* no permit required.
- ☐ New construction and/or the system is 2psi or more, *then* the review occurs under this building permit and a separate fuel-gas permit is required. The following is required for Code review:
 - ☐ Gas riser diagram (gas pipe size, length and appliance loads, in BTH)
 - ☐ Gas appliance layout

Please refer to the **City Fuel-Gas Policy** (dated July 8, 2013) for more information.

FINANCE REQUIREMENTS 703-746-3898

Any contractor(s) involved in the proposed project should apply for a City business license as soon as possible or verify their existing City business license is current, as they renew annually:

- ☐ General Contractor
- ☐ Trade Contractor(s) – electrical, plumbing, and/or mechanical contractor(s)

Visit the Permit Center or the City's Finance Department website for more information:

<http://alexandriava.gov/finance> for Business License Tax.

ISSUANCE REQUIREMENTS 703-746-4200

- | | |
|--|---|
| <input type="checkbox"/> Access System Quick Reference Guide | <input type="checkbox"/> Noise ordinance affidavit |
| <input type="checkbox"/> Contractor business license and state license or property owner's affidavit | <input type="checkbox"/> Rodent abatement documentation |
| | <input type="checkbox"/> Tree information form |

INSPECTION REQUIREMENTS 703-838-4900

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Height Certification | <input type="checkbox"/> Wall Check |
| <input type="checkbox"/> FAR Certification | |

To schedule an inspection call 703-838-4900; for a list of inspections refer to:

Access System Quick Reference Guide or the City website: <http://alexandriava.gov/code>

CERTIFICATE OF OCCUPANCY REQUIREMENTS* 703-746-4200

- | | |
|---|--|
| <input type="checkbox"/> Approved final inspection of all issued trade and building permits | <input type="checkbox"/> Schedule CO inspection with all applicable agencies: |
| <input type="checkbox"/> Certificate of Occupancy inspection (new construction only) | <input type="checkbox"/> P&Z – 703-746-4666 |
| <input type="checkbox"/> Certificate of Occupancy Procedures (City handout/policy) | <input type="checkbox"/> T&ES – 703-746-4035 |
| | <input type="checkbox"/> Code Admin. – 703-838-4360 |
| | <input type="checkbox"/> Office of Historic Alexandria/Alexandria Archaeology – 703-746-4399 |

I acknowledge that all items designated herein as missing or incomplete must be provided prior to being accepted for review.

Applicant Signature: _____ Date: _____

For City Staff Use Only

- | | |
|---|---|
| <input type="checkbox"/> Complete and acceptable for review | <input type="checkbox"/> Not complete, as noted |
| Screening Reviewer (please initial) _____ | Date: _____ |